

WD 05-2577 (Rev.-15) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2577
Revision No.: 15
Date Of Revision: 06/13/2011

State: Wisconsin

Area: Wisconsin Counties of Adams, Barron, Buffalo, Chippewa, Clark, Crawford,
Dunn, Eau Claire, Grant, Jackson, Juneau, La Crosse, Monroe, Pepin, Richland,
Trempealeau, Vernon, Wood

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.38
01012 - Accounting Clerk II		15.01
01013 - Accounting Clerk III		17.19
01020 - Administrative Assistant		17.99
01040 - Court Reporter		15.32
01051 - Data Entry Operator I		11.06
01052 - Data Entry Operator II		12.33
01060 - Dispatcher, Motor Vehicle		15.86
01070 - Document Preparation Clerk		11.20
01090 - Duplicating Machine Operator		11.20
01111 - General Clerk I		11.64
01112 - General Clerk II		12.70
01113 - General Clerk III		14.25
01120 - Housing Referral Assistant		17.10
01141 - Messenger Courier		11.60
01191 - Order Clerk I		12.28
01192 - Order Clerk II		13.40
01261 - Personnel Assistant (Employment) I		13.70
01262 - Personnel Assistant (Employment) II		15.32
01263 - Personnel Assistant (Employment) III		17.09
01270 - Production Control Clerk		18.59
01280 - Receptionist		11.58
01290 - Rental Clerk		10.76
01300 - Scheduler, Maintenance		13.70
01311 - Secretary I		13.70
01312 - Secretary II		15.32
01313 - Secretary III		17.09
01320 - Service Order Dispatcher		13.12
01410 - Supply Technician		18.99
01420 - Survey Worker		14.54
01531 - Travel Clerk I		13.94
01532 - Travel Clerk II		15.05
01533 - Travel Clerk III		16.18
01611 - Word Processor I		11.98
01612 - Word Processor II		13.66
01613 - Word Processor III		15.03
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		18.21
05010 - Automotive Electrician		18.28

05040 - Automotive Glass Installer	17.51
05070 - Automotive Worker	15.36
05110 - Mobile Equipment Servicer	15.77
05130 - Motor Equipment Metal Mechanic	19.26
05160 - Motor Equipment Metal Worker	17.51
05190 - Motor Vehicle Mechanic	16.98
05220 - Motor Vehicle Mechanic Helper	15.20
05250 - Motor Vehicle Upholstery Worker	16.73
05280 - Motor Vehicle Wrecker	17.51
05310 - Painter, Automotive	18.28
05340 - Radiator Repair Specialist	17.51
05370 - Tire Repairer	12.77
05400 - Transmission Repair Specialist	19.26
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.97
07041 - Cook I	11.30
07042 - Cook II	12.68
07070 - Dishwasher	8.07
07130 - Food Service Worker	9.45
07210 - Meat Cutter	16.35
07260 - Waiter/Waitress	8.54
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.20
09040 - Furniture Handler	12.11
09080 - Furniture Refinisher	16.20
09090 - Furniture Refinisher Helper	13.47
09110 - Furniture Repairer, Minor	14.82
09130 - Upholsterer	16.20
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.34
11060 - Elevator Operator	9.34
11090 - Gardener	13.66
11122 - Housekeeping Aide	11.66
11150 - Janitor	11.92
11210 - Laborer, Grounds Maintenance	11.51
11240 - Maid or Houseman	9.27
11260 - Pruner	11.46
11270 - Tractor Operator	13.22
11330 - Trail Maintenance Worker	11.51
11360 - Window Cleaner	12.88
12000 - Health Occupations	
12010 - Ambulance Driver	12.85
12011 - Breath Alcohol Technician	16.25
12012 - Certified Occupational Therapist Assistant	19.39
12015 - Certified Physical Therapist Assistant	20.59
12020 - Dental Assistant	15.70
12025 - Dental Hygienist	28.45
12030 - EKG Technician	19.41
12035 - Electroneurodiagnostic Technologist	19.41
12040 - Emergency Medical Technician	12.85
12071 - Licensed Practical Nurse I	14.73
12072 - Licensed Practical Nurse II	16.48
12073 - Licensed Practical Nurse III	18.38
12100 - Medical Assistant	14.05
12130 - Medical Laboratory Technician	19.88
12160 - Medical Record Clerk	14.26
12190 - Medical Record Technician	16.06
12195 - Medical Transcriptionist	16.02
12210 - Nuclear Medicine Technologist	30.31
12221 - Nursing Assistant I	10.08
12222 - Nursing Assistant II	11.33

12223 - Nursing Assistant III	12.37
12224 - Nursing Assistant IV	13.88
12235 - Optical Dispenser	14.76
12236 - Optical Technician	13.20
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	13.88
12305 - Radiologic Technologist	24.57
12311 - Registered Nurse I	24.49
12312 - Registered Nurse II	29.96
12313 - Registered Nurse II, Specialist	29.96
12314 - Registered Nurse III	36.24
12315 - Registered Nurse III, Anesthetist	36.24
12316 - Registered Nurse IV	41.98
12317 - Scheduler (Drug and Alcohol Testing)	20.42
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.66
13012 - Exhibits Specialist II	20.65
13013 - Exhibits Specialist III	25.26
13041 - Illustrator I	16.66
13042 - Illustrator II	20.65
13043 - Illustrator III	25.26
13047 - Librarian	23.03
13050 - Library Aide/Clerk	10.46
13054 - Library Information Technology Systems Administrator	20.65
13058 - Library Technician	15.04
13061 - Media Specialist I	14.90
13062 - Media Specialist II	16.66
13063 - Media Specialist III	18.58
13071 - Photographer I	14.42
13072 - Photographer II	16.54
13073 - Photographer III	20.49
13074 - Photographer IV	25.07
13075 - Photographer V	30.33
13110 - Video Teleconference Technician	19.98
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.31
14042 - Computer Operator II	14.88
14043 - Computer Operator III	16.68
14044 - Computer Operator IV	20.04
14045 - Computer Operator V	23.66
14071 - Computer Programmer I	(see 1) 17.71
14072 - Computer Programmer II	(see 1) 22.12
14073 - Computer Programmer III	(see 1) 26.85
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	13.63
14160 - Personal Computer Support Technician	20.04
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.38
15020 - Aircrew Training Devices Instructor (Rated)	31.91
15030 - Air Crew Training Devices Instructor (Pilot)	36.76
15050 - Computer Based Training Specialist / Instructor	27.52
15060 - Educational Technologist	26.30
15070 - Flight Instructor (Pilot)	40.44
15080 - Graphic Artist	22.32
15090 - Technical Instructor	19.23
15095 - Technical Instructor/Course Developer	23.52
15110 - Test Proctor	15.55

15120 - Tutor	15.55
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.13
16030 - Counter Attendant	11.13
16040 - Dry Cleaner	13.96
16070 - Finisher, Flatwork, Machine	11.13
16090 - Presser, Hand	11.13
16110 - Presser, Machine, Drycleaning	11.13
16130 - Presser, Machine, Shirts	11.13
16160 - Presser, Machine, Wearing Apparel, Laundry	11.13
16190 - Sewing Machine Operator	14.80
16220 - Tailor	15.62
16250 - Washer, Machine	12.32
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.20
19040 - Tool And Die Maker	21.94
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.29
21030 - Material Coordinator	18.59
21040 - Material Expediter	18.59
21050 - Material Handling Laborer	11.75
21071 - Order Filler	12.50
21080 - Production Line Worker (Food Processing)	14.29
21110 - Shipping Packer	14.43
21130 - Shipping/Receiving Clerk	14.43
21140 - Store Worker I	11.98
21150 - Stock Clerk	15.11
21210 - Tools And Parts Attendant	14.29
21410 - Warehouse Specialist	14.29
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.13
23021 - Aircraft Mechanic I	22.06
23022 - Aircraft Mechanic II	23.13
23023 - Aircraft Mechanic III	24.21
23040 - Aircraft Mechanic Helper	16.65
23050 - Aircraft, Painter	20.97
23060 - Aircraft Servicer	18.82
23080 - Aircraft Worker	19.87
23110 - Appliance Mechanic	18.54
23120 - Bicycle Repairer	12.77
23125 - Cable Splicer	29.22
23130 - Carpenter, Maintenance	18.91
23140 - Carpet Layer	19.13
23160 - Electrician, Maintenance	26.77
23181 - Electronics Technician Maintenance I	19.12
23182 - Electronics Technician Maintenance II	20.56
23183 - Electronics Technician Maintenance III	23.12
23260 - Fabric Worker	18.81
23290 - Fire Alarm System Mechanic	22.06
23310 - Fire Extinguisher Repairer	17.73
23311 - Fuel Distribution System Mechanic	22.06
23312 - Fuel Distribution System Operator	18.28
23370 - General Maintenance Worker	16.25
23380 - Ground Support Equipment Mechanic	22.06
23381 - Ground Support Equipment Servicer	18.82
23382 - Ground Support Equipment Worker	19.87
23391 - Gunsmith I	17.73
23392 - Gunsmith II	19.90
23393 - Gunsmith III	22.06
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.31

23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.34
23430 - Heavy Equipment Mechanic	20.72
23440 - Heavy Equipment Operator	23.49
23460 - Instrument Mechanic	22.06
23465 - Laboratory/Shelter Mechanic	20.99
23470 - Laborer	11.75
23510 - Locksmith	20.18
23530 - Machinery Maintenance Mechanic	21.55
23550 - Machinist, Maintenance	19.23
23580 - Maintenance Trades Helper	14.01
23591 - Metrology Technician I	22.06
23592 - Metrology Technician II	23.13
23593 - Metrology Technician III	24.21
23640 - Millwright	22.06
23710 - Office Appliance Repairer	21.13
23760 - Painter, Maintenance	17.17
23790 - Pipefitter, Maintenance	26.69
23810 - Plumber, Maintenance	22.17
23820 - Pneudraulic Systems Mechanic	22.06
23850 - Rigger	22.06
23870 - Scale Mechanic	19.90
23890 - Sheet-Metal Worker, Maintenance	22.53
23910 - Small Engine Mechanic	16.78
23931 - Telecommunications Mechanic I	21.20
23932 - Telecommunications Mechanic II	22.18
23950 - Telephone Lineman	19.99
23960 - Welder, Combination, Maintenance	17.74
23965 - Well Driller	22.06
23970 - Woodcraft Worker	22.06
23980 - Woodworker	16.64
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.10
24580 - Child Care Center Clerk	12.60
24610 - Chore Aide	9.64
24620 - Family Readiness And Support Services Coordinator	15.71
24630 - Homemaker	15.71
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.30
25040 - Sewage Plant Operator	19.95
25070 - Stationary Engineer	21.30
25190 - Ventilation Equipment Tender	16.08
25210 - Water Treatment Plant Operator	19.95
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.89
27007 - Baggage Inspector	11.52
27008 - Corrections Officer	18.85
27010 - Court Security Officer	19.62
27030 - Detection Dog Handler	14.16
27040 - Detention Officer	18.90
27070 - Firefighter	17.50
27101 - Guard I	11.52
27102 - Guard II	14.16
27131 - Police Officer I	22.51
27132 - Police Officer II	25.01
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.42
28042 - Carnival Equipment Repairer	10.99
28043 - Carnival Equipment Worker	8.66
28210 - Gate Attendant/Gate Tender	13.78

28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	15.41
28510 - Recreation Aide/Health Facility Attendant	11.25
28515 - Recreation Specialist	19.05
28630 - Sports Official	12.27
28690 - Swimming Pool Operator	15.92
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.90
29020 - Hatch Tender	19.90
29030 - Line Handler	19.90
29041 - Stevedore I	18.81
29042 - Stevedore II	20.99
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	15.62
30022 - Archeological Technician II	18.39
30023 - Archeological Technician III	23.15
30030 - Cartographic Technician	23.15
30040 - Civil Engineering Technician	21.88
30061 - Drafter/CAD Operator I	15.62
30062 - Drafter/CAD Operator II	18.39
30063 - Drafter/CAD Operator III	20.84
30064 - Drafter/CAD Operator IV	25.64
30081 - Engineering Technician I	13.27
30082 - Engineering Technician II	14.89
30083 - Engineering Technician III	17.44
30084 - Engineering Technician IV	21.30
30085 - Engineering Technician V	25.34
30086 - Engineering Technician VI	30.54
30090 - Environmental Technician	21.88
30210 - Laboratory Technician	19.55
30240 - Mathematical Technician	23.15
30361 - Paralegal/Legal Assistant I	17.13
30362 - Paralegal/Legal Assistant II	21.09
30363 - Paralegal/Legal Assistant III	25.78
30364 - Paralegal/Legal Assistant IV	31.21
30390 - Photo-Optics Technician	23.15
30461 - Technical Writer I	23.15
30462 - Technical Writer II	28.32
30463 - Technical Writer III	34.26
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.84
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.15
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.32
31030 - Bus Driver	14.39
31043 - Driver Courier	13.31
31260 - Parking and Lot Attendant	11.08
31290 - Shuttle Bus Driver	14.63
31310 - Taxi Driver	10.81
31361 - Truckdriver, Light	14.63
31362 - Truckdriver, Medium	15.91
31363 - Truckdriver, Heavy	18.60
31364 - Truckdriver, Tractor-Trailer	18.60

99000 - Miscellaneous Occupations	
99030 - Cashier	8.73
99050 - Desk Clerk	9.63
99095 - Embalmer	26.25
99251 - Laboratory Animal Caretaker I	9.35
99252 - Laboratory Animal Caretaker II	9.94
99310 - Mortician	28.88
99410 - Pest Controller	18.90
99510 - Photofinishing Worker	12.62
99710 - Recycling Laborer	14.54
99711 - Recycling Specialist	16.37
99730 - Refuse Collector	13.45
99810 - Sales Clerk	11.75
99820 - School Crossing Guard	13.48
99830 - Survey Party Chief	26.89
99831 - Surveying Aide	15.72
99832 - Surveying Technician	20.64
99840 - Vending Machine Attendant	15.04
99841 - Vending Machine Repairer	17.51
99842 - Vending Machine Repairer Helper	15.04

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the

conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual

cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or

disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.